

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

- I.     Position Title:   Deputy Fire Chief
- Revision Date:   10/2013  
EEO Category:   Official/Admin.  
Status:         Exempt (Exec.)  
Control No:      20452

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Fire Chief, performs administrative and supervisory duties coordinating and overseeing all fire and medical related activities in the City. May be assigned administrative duties including training, equipment, etc.

III.    Essential Duties:

- Supervise all fire platoons.
- Coordinate the preparation and administration of the Department budget.
- Supervise office and clerical personnel.
- Coordinate Department activities with other City departments.
- Represent Fire Department in meetings with other City departments and outside agencies.
- Recommend and implements Department policies and procedures.
- Organize staff and administrative meetings.
- Serve as the acting Fire Chief in the absence of the Fire Chief.
- Develop and implements staff training.
- Respond frequently to public inquiries.
- Respond to emergency situations, involving fire, medical and environmental concerns as indicated by their seriousness.
- Counsel Department employees.
- Solve platoon and Department problems.
- Effectively follow directions from supervisor.
- Promote a positive attitude among department personnel and other contacts.

IV.    Marginal Duties:

- Prepare appropriate management reports.
- Perform other duties as assigned.

V.     Qualifications:

**Education:** Requires bachelor's degree in Fire Science, Management or closely related field.

**Experience:** Requires twelve years firefighting experience with progressively increasing responsibilities, including at least three years supervisory experience; may substitute year for year additional experience for education.

**Certificates/Licenses:** Requires valid Utah Driver's License and state of Utah Fire Officers Certification.

**Knowledge of:** Fire and medical equipment; emergency command procedures (including call ups and mutual aid); adopted codes and standards; fire inspection and investigation procedures; department prevention procedures; procedures regarding personnel, budget and administrative policies; principles of management.

**Responsibility for:** Must be able to make decisions which affect the activities of others and use discretion and judgment; great responsibility for the care, condition and use of materials, equipment, money and tools;

supervision of Fire Department staff.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; ability to maintain frequent contact with others during emergency situations.

**Tool, Machine, Equipment Operation:** Regular use of telephone, copy machine, personal computer and fax machine.

**Analytical Ability:** Organize, delegate and establish meaningful goals; establish and maintain effective working relationships with employees and the public; resolve management problems; command emergency situations; make decisions; evaluate and analyze data and make recommendations; communicate effectively verbally and in writing; implement programs; computer literate.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; great mental pressure and fatigue are present due to constant overtime, exposure to difficult situations, contact with the public, problem-solving and deadlines; employee will sit or stand for long periods of time; response to emergency situations may require moving heavy equipment as well as climbing/balancing, stooping and kneeling.

*Work Environment:* Employee will work in a generally comfortable office setting (75% of work performed indoors and 25% of work performed outdoors); the noise level in the work environment is usually minimal; frequent exposure to stressful situations as a result of human behavior and emergency situations; periodic exposure to emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous material, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; work assignments are broad and performed with little or no supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_